

POLICY OF	POLICY NUMBER	PAGE NUMBER
STATE OF DELAWARE	A-05	1 OF 2
DEPARTMENT OF CORRECTION	RELATED NCCHC/ACA STANDARDS: P-A-05/ 4-4414 (ESSENTIAL)	
CHAPTER: 11 HEALTH SERVICES	SUBJECT: POLICIES AND PROCEDURES	
APPROVED BY THE COMMISSIONER:		
EFFECTIVE DATE: 11-19-07		

PURPOSE:

To provide written, current instructions concerning the Delaware Department of Correction (“DOC”) Health Services Unit official position on relevant issues (“Policies”) and detailed descriptions of processes to be followed (“Procedures”) in order to implement DOC Health Services Policies and Procedures.

POLICY:

1. Manuals outlining Health Services Policies and Procedures will be developed by the Director of Health Services in consultation with the Regional Medical Director, other healthcare team members, and the Institutional Authority.
2. Health Services Policies and Procedures do not conflict with and are to be interpreted in a manner consistent with DOC policies, procedures, or standard operating procedures. Health Services Policies and Procedures are maintained at Chapter 11 of the Delaware DOC Policy and Procedure Manual.
3. The Director of Health Services will approve the Health Services Policy and Procedure Manual (the “Policy Manual”).
4. The Policy Manual will be reviewed annually and revised as necessary. Appropriate signatures and dates will verify approval, review and revisions. A signature page will be placed in front of each manual to document approval. Revision dates will be indicated in the heading of the affected policy or procedure.

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5. Procedures that are specific to an institution will be memorialized in site-specific procedure manuals (the “Site-Specific Procedure Manuals”). Site-Specific Procedure Manuals will be reviewed annually and revised as necessary. Appropriate signatures and dates will verify approval, review and revisions. A signature page will be placed in front of each manual to document approval. Revision dates will be indicated in the heading of the affected policy or procedure. .
6. All manuals will be readily available for all staff.
7. All healthcare team members are responsible for practicing in accordance with Health Services Policies and Procedures and must review all applicable manuals when they begin work at DOC institutions and when revisions are made. Upon completion of review, each healthcare team member will acknowledge in writing that they have read the manuals and agree to abide by Health Services Policies and Procedures. A staff acknowledgment form shall be maintained in the front of the administrative copy of each manual.

References:

National Commission on Correctional Health Care: Standards for Health Services in Prisons, 2003, P-A-05
American Correctional Association: Standards for Adult Correctional Institutions, 4th Edition, 2003. 4-4424